

Regular Council Meeting—November 11, 2014

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on November 11, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor David Bayse gave the invocation.

Mayor Mattox mentioned today was Veterans Day and asked that those serving and have served be remembered and thanked for their service.

Mayor Mattox recognized Mr. Timothy Thacker and thanked him for running in the recent election. He also recognized and congratulated Mr. Charles Edwards for his re-election, Mr. Timothy George for his election and Mrs. Micki Brumfield for her election; they will serve a four year term ending December 31, 2018.

Council members  
present:

Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George  
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Kenneth Walsh, Police Department  
Mr. David Garrett, Public Works/Utilities Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the agenda.

Motion carried:  
VOTE:

Mr. Michael Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

4. Public Comment

Mayor Mattox asked if anyone not listed on the agenda would like to come forward and speak.

Ms. Harriet Hardy, 1617 Melinda Drive, came forward and expressed her appreciation for what is being done with Altavista stating the town gets more and more beautiful. She noted she especially likes the bus service and the parks. Ms. Hardy referred to the beauty of the river along English Park and asked that a post which blocks thru traffic be removed to allow senior citizens and the handicap access to the picnic area near the boat ramp to watch the river which she considers a blessing.

Mayor Mattox referred this matter to the Public Works Committee for review.

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### 5. Special Items or Recognitions

#### Region 2000 Partnership Presentations

##### Megan Lucas-Business & Economic Development Alliance

Mrs. Lucas presented Chairman Mark Younkin, Altavista Economic Development Authority, an award for the new website from the Southern Economic Development Commission noting it was wonderful for the Town to be recognized.

Chairman Younkin advised he was accepting the award on behalf of the Authority and all its members, with thanks to Mrs. Lucas for her direction, thanks to Mr. Coggsdale and staff. He also thanked Ms. Jo Kelley, former Economic Development Administrator for their support.

Mrs. Lucas addressed Council noting she transitioned from her position with the Town of Altavista to Region 2000 Alliance in June 2014. She advised of the responsibilities she has been charged with. She appreciated the Town's partnership with Region 2000 as they have been in the past. She presented Council with their annual report and a copy of the organizational chart for review.

##### Ben Bowman-Workforce Investment Board

Mr. Ben Bowman, Workforce Investment Board, addressed Council. Mr. Bowman advised he has been working on a new website which launched this past week. The goal of the website is to make it a portal for any business or job seeker. He advised of a "One Stop" Center located in Lynchburg which is in the process of looking for a new location. He advised he would be seeking input on how the Workforce Investment Board can be of service to the town. Mr. Bowman advised the Workforce Investment Act has been in enforcement since 1998 and is now called the Workforce and Innovation Opportunity Act; July 1, 2015 there will be organizational changes with the workforce investment board. He asked Council to identify candidates to serve on this board.

##### Gary Christie-Local Government Council

Mr. Gary Christie, Executive Director of Region 2000 Local Government Council, addressed Council stating the Local Government Council will celebrate 45 years of service to the region next year. He advised of the various projects Region 2000 Local Government Council is working on including a new website dashboard appearing soon and noted they are in the midst of updating their Transportation Plan; fitting this with the economic development goals.

### 6. Consent Agenda

- a) Approval of Minutes- Regular Meeting October 14, 2014; Continued Meeting October 21, 2014
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Approval of Budget Amendments
- f) Departmental Monthly Reports
  - Administration
  - Community Development
  - Economic Development
  - Police Department
  - Public Works/Utility Department
  - Transit System

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the items as listed on the consent agenda.

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Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

a. Health Insurance Update

Mrs. Dalton advised the individuals that agreed to review the Town's health insurance situation met with staff and the document they provided was presented to Council for review. At this time they found no similar plan that would provide a cost savings. They provided different items for staff and Council to consider as the budget is considered for FY2016.

ii. Police/Legislative Committee

a. Vehicle/Regional Task Force

Mr. Edwards advised of a request from Chief Walsh for the use of the GMC Jimmy to be used by the Altavista Police Department/Regional Task Force Detective.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that the Altavista Police Department be authorized to utilize the GMC Jimmy for use by the Regional Task Force Detective for work related activities.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

b. K9 Retirement

Mr. Edwards advised of the request from Chief Walsh, to move forward with the retirement of K9 Officer "Ice" and that his former handler is allowed to adopt him for the sum of \$1.00.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that K9 Officer "Ice" be retired and his former handler be allowed to adopt him for the sum of \$1.00.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes

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Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

### iii. Public Works/Utility Committee

#### a. WWTP Emergency Overflow Pond – PCB Issue

Mr. Ferguson advised the Committee discussed the availability of SediMite from Dr. Kevin Sowers for additional research. Dr. Sowers is willing to offer at no cost surplus SediMite that would test approximately 500 sq. ft of area. The Town would need to pay for the shipping of the product. Per information from Dr. Sowers, he and his associate Upal Ghosh would be willing to volunteer their time for both deployment and monitoring, with a request that the Town cover the costs associated with supplies/travel for the follow up PCB monitoring assays. He advised the Committee discussed this issue and the thought was to wait until Council decided on whether to move ahead with the proposal from the Institute of Advanced Learning and Research. If that moves forward, the protocol for testing would be created and in place and this offer could be considered.

Mr. Ferguson noted a work session with Gay & Neel, and ECS Mid-Atlantic, LLC has been scheduled for Wednesday, November 12<sup>th</sup> at 5:30 p.m. in Council's Chambers of Town Hall.

It was consensus of Council to continue tonight's meeting until Wednesday, November 12<sup>th</sup> at 5:30 p.m. in Council's Chambers.

#### b. Lane Access Road Potential Donation of ROW

Mr. Ferguson advised the Committee was updated by staff on the possible donation of the right of way that makes up the Lane Access Road. The owners of the property along this area are interested in making this donation to the Town. Since the meeting, VDOT has indicated that as long as the right of way is fifty feet (50') wide and the pavement is thirty feet (30') wide it can be submitted to VDOT to be included in the Town's highway maintenance inventory.

A motion was made by Mr. Ferguson, seconded by Mr. George, to authorize staff to proceed with the process of accepting this donation from VDOT and have it included in the Town's highway maintenance inventory.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

#### c. Utility Rates/Fees Discussion

Mr. Ferguson advised the Committee has begun a discussion about utility rates/fees and additional information was requested of staff for continuance of this discussion.

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Mr. Higginbotham advised of a letter received from Dr. Sowers regarding a possible treatment test for the WWTP. He and Upal Ghosh would volunteer their time in the effort. They would provide manufactured SediMite and microorganisms to Altavista. He asked that the town cover the freight costs to ship the bioamended Sedimite from New Jersey to the site at an estimated cost of \$500 to \$1,000 and also that travel/hotel expenses be covered. They would travel to Altavista to supervise the deployment at the site and monitor the site for PCB levels 3 times over a 9 month period after treatment with no labor costs. The town would need to section off the pond, provide the sump pump and assist in the initial mixing of the material into the pond. Mr. Higginbotham stated the material is being manufactured around November 15 and is good for 30 days so it needs to be ready to go by December 15. Sitting the barriers out is another cost to the town.

Mrs. Dalton questioned what would happen if the barriers were removed from the pond as far as contamination.

Mr. Higginbotham advised the barriers would not be removed from the pond.

Mr. George questioned who would place the barriers.

Mr. Higginbotham indicated the town employees would place the barriers.

Mayor Mattox offered there is the need for risk mitigation and the employees need to be trained and properly equipped.

Mr. Higginbotham stated Dr. Sowers stated he could provide the Town with that protocol.

Mr. Ferguson asked Mr. Garrett if he felt he and his employees would be threatened by working with the pond.

Mr. Garrett stated he would like for his employees to be properly trained before moving further with exposure to the PCBs in the water.

Mrs. Dalton questioned the cost of the SediMite if the Town had to purchase it.

Mr. Higginbotham stated it was \$300,000 to \$400,000 to do the entire pond a couple of years ago. He could contact Dr. Sowers for this information.

Mr. Edwards noted Dr. Sowers is established at this work contrary to IALR from Danville. Dr. Sowers can determine what suiting is appropriate.

Mayor Mattox asked how Council would know this works; what base line testing will be done.

Mr. Higginbotham responded Dr. Sowers will mix the SediMite into a sample, testing every 30 days, come back in the spring and do the process again.

Mrs. Dalton suggested this issue be addressed at the continued meeting scheduled for November 12, 2014 and asked that Mr. Higginbotham find some value of the SediMite. She also stated that Mr. Garrett's concerns need to be satisfied as well.

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Mayor Mattox deferred this matter to the continued meeting scheduled for November 12, 2014 at 5:30 p.m.

### iv. Other Items

#### a. Altavista on Track

Mr. Herb Miller, Altavista on Track, spoke on behalf of Mr. Bill Smith, President of the Altavista on Track, addressed Council and thanked them for their support of AOT. He updated Council on the activities of AOT the last few months noting in March AOT received an award from Virginia Main Street for 15,000 accumulative volunteer hours since the program was started in 2007. He added they continue to work on the upcoming Gibley Jog, “Street Art” program and Pop-up Altavista.

Mayor Mattox thanked Mr. Miller and Altavista on Track for their work.

### 9. New Business

#### a. FY2016 Budget Calendar

Mr. Coggsdale presented Council with the draft FY2016 Budget Calendar and asked them to review and advise of any changes. He noted the process begins with the December Council meeting with the Public Input Session.

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the FY2016 Budget Calendar.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

#### b. Town of Hurt Utility Extension Request

Mr. Coggsdale advised of correspondence received from the Town of Hurt regarding a request for the Town of Altavista to extend water service to an individual’s property located near the Altavista Water Treatment Plant in Hurt. Staff is seeking direction from Council in regard to whether to proceed with the analysis associated with the feasibility/cost of providing water service to this property. He added if staff deems the water extension feasible, the cost can be communicated to the individual and work performed if agreeable.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton to authorize staff to move forward with the analysis of this request and installation of the line extension if cost is agreeable.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

10. Unfinished Business

A) Institute of Advanced Learning and Research (IALR) Proposal

Mr. Coggsdale advised previously, Town Council met with Mr. Michael Duncan and Dr. Scott Lowman at a continued Council meeting on October 21<sup>st</sup>. This meeting was to hear a presentation regarding the proposal of the Institute of Advanced Learning and Research (IALR) in regard to a research project at the WWTP Emergency Overflow Pond related to PCB remediation. It was indicated the implementation of the research plan, which includes the field and laboratory studies and sampling, would cost approximately \$36,000; including a risk management report.

A motion was made by Mr. Ferguson, seconded by Mr. George, that the Altavista Town Council appropriate funding from the General Fund Reserve (PCB earmark) in the amount of \$36,000 for the purpose of implementing the Institute of Advanced Learning and Research plan, as outlined.

Mr. Emerson felt the Institute of Advanced Learning and Research (IALR) proposal was worth pursuing.

Mr. Ferguson stated he was impressed with the presentation and felt it would be money well spent.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

B) Staunton River Boat Ramp/Canoe Access Follow-up

Mr. Coggsdale advised last month Town Council was presented with a recommendation by the Recreation Committee to pursue a piece of property along the Staunton River for a boat ramp/canoe access point. Following the discussion, staff was asked to gather additional information regarding properties and the process and benefits associated with the development of a boat ramp/canoe access. He advised staff reached out to Mrs. Kelly Hitchcock (Region 2000 LGC) and Mrs. Mary Pascale (Campbell County Recreation Department) as a source of information related to this subject regarding feasibility/benefits of this type of project and the potential funding sources.

Mr. Higginbotham asked why Campbell County has not pursued this before.

Mrs. Pascale advised the County has and has a proposal for a Blueway in Campbell County. The first boat launch is to be put in by AEP at Leesville Dam. There are currently three boat launches that can be used; one in Altavista, Long Island and a takeout in Brookneal. She noted canoeist and kayakers like a four hour ride. It is approximately 10 miles from the dam to the boat launch at English Park in Altavista. The fourth boat launch for the Blueway was to be put in for Altavista in Campbell County.

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Mrs. Hitchcock stated this has been the Virginia's Outdoor Plan since 2004.

Mrs. Pascale stated the location for this launch is within the 10 mile range. She stated the County has pursued because AEP was considering a launch at the dam. Because of AEP's contract they have to do a certain amount of recreational access.

Mr. Higginbotham asked why Campbell County was not pursuing.

Mrs. Pascale stated it is not in the adopted plan that they have.

Mayor Mattox asked what this would cost the Town of Altavista.

Mrs. Hitchcock stated she could not say it wouldn't cost the Town anything but there are grant monies available and advised of some that were available; there is usually a match required.

Mayor Mattox stated it is a 10 to 12 hour float from the dam to the English Park launch. He asked if there were grants the Fire Department and EMS could apply for because there is no access for them along that stretch of the river.

Mrs. Pascale stated she was unaware of any.

Mr. George advised he and Mr. Witt had met with DGIF and they indicated if a motor boat ramp was installed the possibility for grants if used for emergency access grow expeditiously.

Mrs. Pascale advised of a trail grant program stating if you are going into motorized access it is more appealing.

Mrs. Kelly advised a motorized access would also change your requirements from a VDOT standpoint; sight distance, etc.

Mr. Emerson suggested the Town, County and AEP meet. If AEP already has it proposed, does theirs have to at the dam?

Mr. Edwards asked the Town Attorney the liability involved.

Mr. Eller responded it would be the same as any of the town's property.

Mr. George offered the Recreation Committee has looked at this and it is covered in the current policy.

Mayor Mattox asked if there is any evidence that this boat launch would increase quality of life, economic development and asked if there was any data on that.

Mrs. Pascale said she would gather some data.

### 11. Manager's Report

Mr. Coggsdale reminded Council of the Town/County Joint Dinner meeting to be held in the Town of Brookneal December 8<sup>th</sup> at 6:30 p.m.

Mr. Coggsdale advised an Economic Development Director has been hired; Mr. Dennis Jarvis begin November 17, 2014.

a) Town Council Calendars (November/ December)



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### b) Informational Items

#### 12. Matters from Town Council

Mayor Mattox referred to the Downtown Revitalization Public Hearing scheduled for the December 9, 2014 Council meeting and asked for input in regards to rescheduling the public hearing to the January meeting. After some discussion the public hearing was moved to January 13, 2015.

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, to move the Downtown Revitalization Public Hearing scheduled for December 9, 2014 to January 13, 2015.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

#### 13. Closed Session

A motion was made by Mrs. Dalton seconded by Mr. Emerson, that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950 as amended, for the following purposes:

Section 2.2-3711 (A)(1) regarding discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body (Water Plant).

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Council went into closed session at 8: 25 P.M.

Notice was given that council was back in regular session 8:54 P.M.

#### FOLLOWING CLOSED SESSION:

A motion was made by Mr. Ferguson, seconded by Mr. Emerson, to adopt the certification of a closed meeting.

#### CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

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WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Note: Mr. Edwards did not return to open session.

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was continued to November 12, 2014.

The meeting ended at 8:55 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk